

TOPs Meeting

Date Friday 9th October 2020

Time 10am

Zoom Meeting

Present: Kam, Julie, Rachel, Bernadette, Fiona, Sophie, Emma,

Apologies: Gayle

Agenda

- Future Fundraising
 - Financial Update
 - Voting Tool: Test
 - Next Meeting
 - Reminders...
 - Any Other Business
-

Minutes

[Presentation: TOPs Meeting 9th October 2020 Zoom.pptx]

- Future Fundraising
 - 'Guess the weight of the pumpkin'
 - Visually rich display with a physical presence seems to really create some excitement
 - Bernadette: Can we somehow have a simplistic scale with a weight of one side to give children a clue to how much the pumpkin may weigh
 - Fiona: Suggested something like a firework display, and children can guess some aspect of that.
 - Fiona: Suggested a maths-type activity where you have a big and a small pumpkin, provide certain attributes like diameter and weight of the small one, but only provide the diameter of the big one – and ask the child to guess the weight.
 - Julie: Suggested that we could have a 'Pumpkin Line-up' all different sizes and we would ask children to guess the weight of one. The rest will be displayed with their weight.
 - Everyone agreed that Julie's idea of a pumpkin line-up would be fun and easy to setup.
 - We will add a note to the display asking people not to touch.
 - The event will run from Monday 2nd to Friday 7th November
 - TOPS will need to be onsite Sunday 1st November to setup the display.
 - **ACTION: [Kam]** Will send a communication to the school detailing the event and request approval.
 - **ACTION [Kam]** Setup a Pumpkin WhatsApp group for all those who want to get involved.

- **ACTION [All]** Please can those of you who want to actively get involved with setting up this event let Kam know.
 - Tea Towels
 - Agreed this will be for Reception children only.
 - Miss Rose has agreed that the children can do this event in class.
 - **ACTION: [Kam]** Check if we have a previous order on our email group.
 - **ACTION: [Fiona]** Send Sophie invoice contact details and information.
 - **ACTION [Sophie]** Will contact supplier today and see if she can get the paper ordered and if they can find the schools previous template for the tea towel design. Sophie will also confirm payment will be for each child ordering a tea towel.
 - We hope to start the tea towel activity when we come back after half-term and see if we can get this done for Christmas.
 - Raffle Licence
 - We are likely at some point to do a Raffle – at present we do not have a licence.
 - If we can find a good online provider that does not charge a high % on using their online raffle solution, it may be considered for Christmas.
 - All agreed that we will need a licence, and that we should pay the £40 now, so that we can use it at short notice.
 - **ACTION: [Fiona]** Will apply for a licence and get this ready for use.
 - Other Ideas
 - Bernadette: Ice bucket challenge (using the new canopy we could organise an event outside, fun for the kids and create a spectacular of interest). The aim being to create extra funds specifically for the school canopy.
 - We're going to park this amazing idea for a few months and see how we might be able to do such an event.
 - Sophie's Recipe Idea: We all really like this idea of a Hayfield Recipe Book, especially to bring people together and to strengthen our community.
 - We would love to do this for Christmas, but the preparation on this one will be key. We're going to create a parallel activity to how we can do this, over a longer period of time, work out how to collect the information, and how we will print etc...
 - We discussed doing this for purchase around the time that we would normally do a summer fayre.
- Financial Update
 - All outstanding cheques have now be done – hopefully they will be clear before the AGM.
 - Signatories Process has been long and difficult. It seems that the signatory process from March has now been processed – so Fiona has been added to the signatories, but Julie and Kam have not. Also Faye, Amie and Helen have not been removed.
 - **ACTION: [Fiona]** We're awaiting some letters in the post, once received Fiona will advise what is next in the process.
 - No expenses requested for Scarecrow Harvest event.

- **ACTION: [Kam]** Just need to check Gayle hasn't got any expenses.
- **ACTION: [Fiona, Julie, Kam]** Meet at school to pick-up cash so far from event, to do a quick count.
- Voting Tool: Test
 - The Slido tool appears to work ok, ready for the AGM on Monday.
- Next Meeting
 - 6th November @11am.
- Reminders...
 - AGM on Monday.
 - Election deadline today.
 - Fiona is on top of the Year-end financials.
- Any Other Business

PREVIOUS ACTIONS

- **ACTION: [Kam]** Guidelines will be sent to all TOPs members on the WhatsApp group. [\(complete\)](#)
- **ACTION [Kam]:** Email school with the additional funding decision. [\(complete\)](#)
- **ACTION [Fiona]:** Follow-up with Dawn Fraser on making this payment (when Fiona is able to make the payment).
- **ACTION: [Kam/Sophie]** Will work with Sophie to draft a communication specific for Reception parents [\(in progress\)](#)
- **ACTION: [Fiona/Sophie]** Please can they both provide an overview of Amazon Smile and Easyfundraising a future TOPs meeting (the one after the 9th October). [\(To be scheduled for the 6th November\)](#)
- **ACTION: [Kam]** Schedule session to work out the Fundraising event we want to do; and agree the details on how we do this. [\(complete\)](#)
- **Next TOPs Meeting:** 6th November 2020 @10am